



Minutes of the Meeting of Costessey Town Council held on Tuesday 3 September 2019 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs S Blundell (Chairman), J Amis (Vice-Chair), I Allam, M Bedford, G Blundell, D Burrill, G Dole, T East, S Hannant, G Jones, S Jones, T Laidlaw, S Long, J Newby, P O'Connor; H Elias (Town Clerk); Six members of public.

423/19: The Chairman welcomed everyone and read out a notice

TO RECEIVE APOLOGIES

424/19: Apologies were accepted from Cllrs F Carter, J Flowerdew (Blood Bank duties), L Glover (work commitment) and C Mahn

TO RECEIVE DECLARATIONS OF INTEREST

425/19: Cllr T Laidlaw & D Burrill declared an "other" interest in any planning as they are both members of the DMC at South Norfolk. They made it clear that, although a view may be taken by Costessey Town Council, they remain open to further information or views which might be presented at South Norfolk Council Planning Committee (DMC) meetings.

426/19: Cllr D Burrill declared a pecuniary interest in Min: 440/19: Planning: 2019/1643: as he is employed by the school

427/19: Cllrs G & S Blundell declared an "other" interest in Min: 440/19: Planning: 2019/1683 as the application is opposite their home.

428/19: Cllr T East declared an interest in Min: 448/19: Longwater Interchange southern roundabout as he is the County Councillor for Costessey.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 5 AUGUST 2019

429/19: Apologies: Add Cllr S Hannant as she had given her apologies prior to the meeting.

RESOLVED to approve the minutes with the above amendment

TO RECEIVE COMMITTEE MINUTES

430/19: a) Executive Committee Meeting of 20 August 2019: (has powers of full Council):

RESOLVED to approve the minutes

431/19: b) Comms WG Meeting of 20 August 2019: Cllr J Flowerdew to be removed from the list of those present as he had given his apologies. **ACTION: Town Clerk**

RESOLVED to approve the minutes with the above amendment

432/19: The recommendations from the Comms WG were considered as follows. It was noted that a full discussion had taken place on all the points raised; that working groups and committees did not have executive powers apart from the Executive Committee, so full Council voted on Committees' recommendations.

433/19: Min: C023/19: Recommendation for CTC NOT to Live Stream its meetings: After further discussion on insurance issues

PROPOSAL to undertake further research

Concerns were expressed that live streaming might not be value for money given the equipment and staff time involved, and that few people might watch it.

AMENDMENT to investigate live streaming by other councils and that the decision be based on how many people were likely to actually watch it.

The AMENDMENT WAS CARRIED. ACTION: Deputy Clerk

PROPOSAL NOT to progress live streaming was NOT carried.

434/19: Min: C024/19: Recommendation To only communicate office e-mails via @costesseytc.org: Some councillors expressed concern that if they had to change from their long-standing e-mail addresses used for Council work to the @costesseytc.org address it would confuse residents and prevent councillors from carrying out their roles.

PROPOSAL to only communicate office e-mails via @costesseytc.org was NOT carried

435/19: Min: C022/19: Microphones: Costs to be discussed by Comms WG when obtained.

ACTION: Deputy Clerk & Comms WG

TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW (No resolutions)

436/19: Greenhills Woods: Teleporter returning to the woods on 17 September. This will be there until the whole site is cleared, fires burnt up and timber sold and any remaining trees that are not viable will be sorted. Probably 1 week's work. The site will then be ready for mulching ready for replanting.

437/19: Min: 335/19: Sensory Garden & "Appendix A": Suggestion that a sensory garden could also be placed in Husenbeth play area. Voluntary Tree Warden wished to contact Ormiston Victory Academy re digging and starting off plants.

438/19: Min: 406/19: Longwater Lane Pedestrian Crossing upgrade. RC Diocese had been written to, but no response as yet.

439/19: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

Items raised: CTC Website potential improvements and flaws were raised along with the policies required.

The meeting was reconvened.

TO MAKE RECOMMENDATIONS ON PLANNING APPLICATIONS, AND RECEIVE INFORMATION ON APPEALS & OTHER PLANNING MATTERS

440/19: a) Planning applications for consideration:

i) 2019/1643: Mr Fabrice Vinson: Ormiston Victory Academy, Middleton Crescent NR5 0PX Installation of 2 temporary classroom buildings - **Comment: Concern was expressed that the application had come in so close to the start of the school year - APPROVE and suggest a 5-Year time limit**

ii) 2019/1683: Markyate Partnership Ltd: Land West of Poethlyn Drive, Queen's Hills Costessey Erection of 9 one bedroom flats with off-road parking, cycle and bin storage. Comments by 14 September 2019 - **With the approval of Council 2019/1683 was deferred to the ECM on 12 September when a second application at Queen's Hills would be considered alongside.**

441/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils: Information only – No decisions needed. Noted

FINANCE MATTERS:

442/19: a) To approve the accounts for July 2019 and receive a budget report incl payments over £500: At the end of July council was 1/3 (33.3%) of the way through the financial year and was in budget by £124,965. Council had received the first instalment of the precept (£318,288). Some cost centres were showing a potential overspend, though many would even out over the year (eg Subscriptions at 80.2%) as these were paid annually at the beginning of the financial year. The potential overspends were offset by higher than anticipated income from hall hires at Breckland Hall (36.1%), The Costessey Centre (37.3%), Queen's Hills Community Centre (33.2%). Commission was also above what was anticipated. Burial & Memorial fees (8.7%) were sporadic and could not be accurately predicted, but were generally much lower than anticipated. Councillors had taken up the offer of training with enthusiasm, so budgets had been exceeded. The Property Maintenance EMR would be used to fund property maintenance and smooth out the peaks & troughs over years **RESOLVED to approve the accounts in the balance of £765,266.51**

443/19: b) To approve payment of the TT Jones invoice for £25,486.45 + VAT: Phase 2 of the works was progressing and the second instalment of Phase 2 was due.

RESOLVED to approve the TT Jones invoice for £25,486.45 + VAT. ACTION: Town Clerk

TO SUPPORT THE CREATION OF A NEW DEMENTIA CAFÉ IN COSTESSEY (JN)

444/19: The Alzheimer's Society had run a Dementia Café, but had withdrawn their support due to lack of funding. Age UK had also withdrawn their separate Pabulum Café. Alzheimer's Society would not run a new café, but would support a group of volunteers by providing games and art materials and attending meetings every other month to provide advice to clients. Request for a free room hire for the café and for CTC to cover the insurance. Queries were raised as to what training volunteers would need, the type of activity and whether clients would be charged, and several Councillors volunteered their help.

RESOLVED to support the Café with free room hire. ACTION: Town Clerk

TO CONSIDER THE SPECIALIST'S REPORT ON THE CHAFER GRUB AND THE OPTIONS FOR THE LONGWATER LANE PITCHES

445/19: The full report had not arrived, but an interim report with quotes was considered. Chafer grubs have infested the whole of the 3 hectare field at Longwater, but are particularly bad on some of the pitches. The Head Groundsman is salvaging what he can with fertiliser and grass seed. No training was to take place and only matches on selective pitches as advised. The grubs have a 3-4 year life-cycle and as they rise to the surface in the warmth they are picked at by animals for food. The grubs eat dead grass roots, leaving the grass carpet loose which could be dangerous for footballers, and referees could stop matches if necessary. Queries were raised as to whether the amount of nematodes quoted would cover the whole field which would cost tens of thousands of pounds, or just the patches. Water would be essential for any of the treatments. The local farmer would spray the field for less than £200 including water. The field would need to be cordoned off for a day. Details to be clarified and fencing researched.

ACTION: Town Clerk

RESOLVED to go with the local farmer's spraying contractor and to undertake treatment as soon as possible.

TO RECEIVE AN UPDATE ON THE 2020 FETE FOLLOWING SUPPORT & COMPLIANCE GROUP MEETINGS 6, 13 & 20 AUGUST 2019

446/19: The notes were accepted by full Council.

TO CONSIDER HIGHWAYS MATTERS

447/19: a) Parish Partnerships: NCC response suggestion. No further information had been received so item was deferred to the following meeting.

448/19: b) To discuss planned improvements to Longwater Junction ref: PRA003 Lodge Farm Phase 2B: The works to turn the southern roundabout at Longwater into a "teardrop shape" are part of the S106 agreement to the Lodge Farm Phase 2 development which was consulted on in 2014. NCC had notified CTC that the work would start on 28 October, as the various "trigger points" had been reached on the development earlier than anticipated, but this was not enough notice and no updates or advance warnings had been received in the interim. The County Cllr had requested a meeting, but this had not been forthcoming. WSP were NCC's preferred contractors (also involved in the NWL road) with a NCC .gov e-mail address, but personnel were NOT NCC employees, rather outside contractors. WSP were apparently not aware of the Local Member Protocol. CTC had previously submitted a lengthy response (See supporting documents).

RESOLVED to write to NCC stating that CTC were dissatisfied with the fact that no updates had been sent of the intention to go ahead with the works in the intervening 5 years since the consultation and that all relevant Councils should have been notified. ACTION: Town Clerk

TO RECEIVE CORRESPONDENCE (verbal and written)

449/19: a) Police Report & Crime figures: Police have done a 20 minute speed check in Longwater and 6 people were travelling in excess of 40 mph. The Chairman had been invited to travel in a Police vehicle. Speeding was also reported on Norwich Road.

TO RECEIVE DISTRICT COUNCILLORS REPORTS

450/19: Noted

TO REMIND TOWN COUNCILLORS OF THE SOCIAL MEDIA POLICY AGREED ON 16 JULY 19

451/19: Code of Conduct: The Social Media Policy refers to a Code of Conduct which has not been detailed so stringently. The Code of Conduct which was ratified at the Annual Meeting of the Council in May to be brought in line with the provisions of the Social Media Policy. Chairman and Clerk to draft a revised version.

RESOLVED that the Social Media Policy and Code of Conduct be aligned sooner, rather than waiting for the next Annual Meeting of the Council. ACTION: Town Clerk, CTC Chairman

TO RAISE MATTERS OF STRATEGIC IMPORTANCE (for discussion only - No resolutions)

452/19: Sundown Festival: CTC had received several complaints about the litter. It was for the Event organisers to clear up rather than the local councils at Easton, Bawburgh and Costessey. The local roads had also been gridlocked as vehicles had arrived much earlier than NCC Highways had anticipated and the road restrictions had not come into force. Write to Licensing and Highways.

ACTION: Town Clerk

453/19: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 24 September 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, NR8 5AH

454/19: Meeting closed at 9pm

Chairman:

Date: